Welcome to PC Reservations!

RESERVATIONS

If no computers are currently displaying the word *Available* in green letters, go to the Reservation Station and sign up with your Library Card number and PIN (Personal Identification Number).

Reservations must be made in person for the same day, either for the 'next available' computer or as a 'future reservation' for a later time in the same day. Reservations cannot be taken by phone.

You have until 5 minutes after your reservation time to log in. For example, if your reservation is for 4:00 pm, you must log in by 4:05 pm. You also have the option to log in early if your computer becomes available before the reserved time. For example, if your assigned computer becomes available at 3:45 pm, you can log in at 3:45 pm. *Please note: If you miss your reservation, the computer will not be held for you.*

LOG IN

Enter your San Diego Public Library card number to log in. Start with the leading zero, no spaces between numbers, and input all 14 digits.

Your PIN is your library PIN (usually the last 4 digits of your telephone number). If you do not know your PIN number, please see a library staff member for assistance.

TIME

Each library location has its own timer. If you use all of your time at one location, you may visit a different library to get more computer time. All library locations allow 120 minutes per day which are given out in 60 minute sessions.

When you log in, the amount of time you have left available for today to use the computers at that library will be displayed. Computers log off 15 minutes before the building closes, so your minutes may reflect this if it is close to closing time.

You can use your time in multiple sessions, meaning you can leave and come back later in the same day to use the remainder of your unused minutes. Click *End Session* to stop the timer properly.

HOLD

If you just need a few minutes (to get a book, to use the restroom) click *Hide Screen* to hold your computer session. If you're gone more than 7 minutes, you will be logged off automatically.

INACTIVITY

Watching a movie or DVD? Be sure to move the mouse or touch the keyboard every 7 minutes, or you will be logged off automatically for inactivity.

WHAT IF I OWE FINES?

If you owe more than $100 and have been given a referral to the City Treasurer, you will need to pay your fines before you can use the internet.

WHAT IF MY CARD IS LOST?

Cards that have been reported as lost do not have access to the internet. See a staff member for a replacement card, which costs $2 (plus any outstanding fees on your account).

Please ask a staff member if you need assistance.